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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Finance Division

DATE: 8 March 1961

Attn : [REDACTED]

25X1A9a

FROM : Chief, Accounting Branch/ADPD

SUBJECT: Monthly alphabetical listing of names appearing in G.L. 144.1 aging listing. See work order dated 2 February 1960 - item 6 on attachment.

We have been preparing an alphabetical listing of those names appearing in the Monthly aging listing of G.L. Account 144.1.

This listing is prepared in one copy only and is distributed to each office with the detail aging listing.

The detail aging listing is in sequence by employee number, however it does indicate the employees name as well as the employee number.

It is my impression that this aging listing is utilized by the individual offices as a means to foresee possible delinquent accounts and to notify those employees to submit their accountings to prevent their accounts becoming delinquent.

If this impression is correct then the alphabetical listing would seem to be of little value.

I request that you consider the possibility of eliminating this alphabetical listing.


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